



## PERMIT DOCUMENTS

Permit Documents are comprised of the following:

1. The Signed Permit;
2. The Insurance;
3. The Bond or Surety Instrument (if applicable);
4. The Plans (if applicable);
5. The Permit Attachments (if applicable); and
6. The City's adopted Standards, Codes, and Policies, which all permits must comply with.
7. The submitted Storm Drainage Study

In some cases the above may be digital available through e-Builder or other means.

Typically, when Land Development Submittals are made as a paper submission, the Plans documents (indicated above) will be provided to the Permittee from those paper copies submitted to the City for review, once they have been stamped for general compliance and the Permit is issued. In the case of digital e-Builder digital submissions, the digital Plans will be made available digitally once there are digitally stamped and the permit is issued. The City does not have the ability to digitally issue the permit from the Customer's location, though the City can provide a digital copy of the issued permit once it is signed by the Permittee.

The City provides the Permittee with 1, 4, and 5 above, though all apply. Since 2 and 3 are provided by the Permittee it is assumed that they have retained a copy for their records. Item 6 above is available from the Process Overview page links.

As the Permit work progresses other document become part of the permit records, such as as-builts, shop drawings, pipe certifications, revised plans, etc.

All of these records are considered public records, and may be provided by the City in accordance with the Open Records Act. For copies of records that are not part of an open records request, please contact our Administrative Staff at (817) 513-1500 Option 2, and ask for assistance. The Administrative Staff will either help you directly or ask you to speak with another staff person who will be able to assist you.